

NURSING IN-SERVICE INSTRUCTOR

DEFINITION:

Under general supervision, to provide in-service instruction for professional and paraprofessional nursing staff and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is found in the Health and Human Services Agency (HHS). The incumbent designs and delivers classroom in-service training related to federal, state and county regulations and policies, as well as nursing techniques used to care for psychiatric and geriatric patients in County facilities. The Nursing In-Service Instructor reports to the In-Service Education Coordinator.

EXAMPLES OF DUTIES:

Designs and implements training programs; performs training needs assessment; identifies training participants and schedules training sessions; conducts orientation for new employees; teaches or arranges for instruction in various skills and procedures; writes lesson plans; develops and uses audio-visual aids; assembles resource literature and locates and evaluates educational materials; evaluates and redesigns training activities; assists line nursing supervisors to develop on-the-job training; prepares reference materials, handouts, and procedural guides; maintains records and prepares reports and correspondence; estimates costs and monitors expenditures; may orient new students from schools of nursing.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Nursing principles and procedures.
- Principles, methods and current trends in nursing education.
- Teaching methods and techniques.

General Knowledge of:

- Geriatric, psychiatric or rehabilitative nursing techniques.
- California regulations and policies, to include Title XXII, Joint Committee on Accreditation of Hospitals (JCAH), and federal Ombudsman Regulation Act (OBRA), governing licensed mental health and skilled nursing facilities.

Skills and Abilities to:

- Identify and utilize training resources.
- Organize, develop and implement training activities.
- Communicate effectively orally and in writing.
- Work cooperatively with other staff.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

A bachelor of science degree from an accredited college or university in nursing and at least two years of experience as an instructor of continuing education in nursing or as an in-service trainer in a nursing facility. Course work, training and/or previous nursing experience must have included nursing techniques specific to geriatric, psychiatric, and rehabilitation patients.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License/Certificate:**

Current California Registered Nurse License.

CPR Instructor Certificate.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Working Conditions:

Exposure to hostile and violent patients and to contagious diseases.

